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**Federal Communications Commission  
Office of Engineering and Technology  
Laboratory Division**

**TCB PROGRAM ROLES AND RESPONSIBILITIES**

**1. Introduction**

On December 17, 1998, the Federal Communications Commission (FCC) adopted rules for the establishment of Telecommunication Certification Bodies (TCB). A TCB is a private organization, which is authorized to issue grants, within its scope of designation, for equipment subject to the FCC's certification procedure. Under these rules, a TCB has the authority to review and grant an application for certification to the FCC rules. This order also established procedures for foreign TCBs under the terms of a government-to-government Mutual Recognition Agreement/Arrangement (MRA).

**2. TCB Requirements**

The requirements for TCBs were specified in the FCC's Report and Order in GEN Docket 98-68 (FCC 98-338)<sup>1</sup> adopted on December 17, 1998. Further information on the accreditation requirements for TCBs was given in Public Notice DA 99-1640, on August 17, 1999. The rules were revised under ET Docket 03-201 (FCC 04-165) adopted July 8, 2004. The designation process and the requirements that a TCB shall meet are contained in the FCC rules.

TCBs are required to be accredited in accordance with ISO/IEC Guide 65 (1996), *General Requirements for Bodies Operating Product Certification Systems* and the appropriate FCC Rules. In the United States this is done by the National Institute of Standards and Technology (NIST). NIST may allow, in accordance with its procedures, other appropriate qualified accrediting bodies to accredit TCBs. NIST has recognized the American National Standards Institute (ANSI) and American Association for Laboratory Accreditation (A2LA) for compliance with ISO/IEC 17011 (2004), *General Requirements for Accreditation bodies accrediting conformity assessment bodies*.<sup>2</sup> The accreditation bodies in turn accredit TCBs against ISO/IEC Guide 65 and the TCB product certification program requirements.

Certification bodies located outside of the United States may be recognized as a TCB when there is a government-to-government MRA between the country they are located in and the United States.<sup>3</sup> It is the responsibility of the designating authority in that country to assess the competence of the TCB.

The organization accrediting the prospective TCBs shall be capable of meeting the requirements and conditions in ISO/IEC 17011 (2004), *General requirements for accreditation bodies accrediting conformity assessment bodies*.<sup>4</sup>

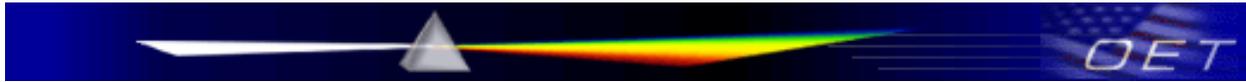
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<sup>1</sup> See 47 CFR Sections 2.960 to 2.962 and 68.160 to 68.162.

<sup>2</sup> ISO/IEC Guide 61 was replaced by ISO/IEC Standard 17011 (2004), *Conformity assessment - General requirements for accreditation bodies accrediting conformity assessment bodies*

<sup>3</sup> See 47 CFR Section 2.960(c).

<sup>4</sup> ISO/IEC Guide 61 was replaced by ISO/IEC Standard 17011 (2004), *Conformity assessment - General requirements for accreditation bodies accrediting conformity assessment bodies*



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In order to ensure the continued integrity of the accreditation program, the Office of Engineering and Technology (OET) will periodically review the accreditation process and maintain close coordination with each of the organizations that NIST has recognized to perform accreditations. OET will pursue opportunities to participate in peer review assessments under the International Accreditation Forum (IAF) MRA process and to observe onsite assessments of NIST/National Voluntary Conformity Assessment System Evaluation (NVCASE) recognized accreditations. This will help ensure their continued acceptable performance and provide us with information to assess periodically their qualifications to maintain their status as Commission-recognized accreditation bodies.

### 3. Accreditation Requirements

A TCB is required to be accredited to the following:<sup>5</sup>

- a) ISO/IEC Guide 65 (1996), *General requirements for bodies operating certification systems*; and
- b) ISO/IEC Standard 17025 (2005),<sup>6</sup> *General requirements for the competence of testing and calibration laboratories*.

### 4. To Apply for ISO/IEC Guide 65 Accreditation

Those organizations, in the United States desiring ISO/IEC Guide 65 accreditation as a TCB should contact one of the following:

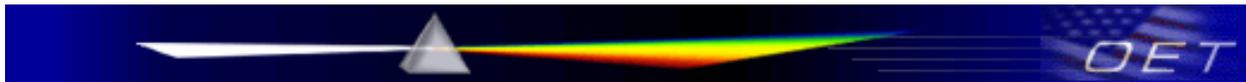
Mr. Reinaldo Figueiredo  
American National Standards Institute  
Director, Conformity Assessment  
1819 L Street, NW  
Washington, DC 20036  
Tel: 202-331-3611  
Fax: 202-293-9287  
E-mail: [rfigureir@ansi.org](mailto:rfigureir@ansi.org)  
Web Page: [www.ansi.org](http://www.ansi.org)

Mr. Rob Miller  
American Association for Laboratory Accreditation  
A2LA Accreditation Manager/Product Certification Program Manager  
5301 Buckeystown Pike  
Suite 350  
Frederick, MD 21704  
Tel: 301-644-3239  
Fax: 301-622-2974  
E-mail: [rmiller@a2la.org](mailto:rmiller@a2la.org)  
Web Page: [www.a2la.org](http://www.a2la.org)

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<sup>5</sup> ISO/IEC documents are available through the American National Standards Institute, <http://webstore.ansi.org/ansidocstore/default.asp>.

<sup>6</sup> ISO/IEC 17025 (1999) has recently been revised and a new edition has been published as ISO/IEC 17025 (2005) *General requirements for the competence of testing and calibration laboratories*. Accreditation by a TCB to ISO/IEC 17025 (2005) is considered acceptable to meet this requirement.



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Organizations outside of the United States should determine if there is a MRA that covers their location, and then contact the designating authority for their country. Information regarding applicable MRAs can be found at: <http://www.fcc.gov/oet/ea/mra/>

## 5. TCB Scope of Accreditation

TCBs may be accredited to certify products to one or more of the scopes of accreditation listed in Table 1. It is not necessary to be accredited to all of Scope A, B or C. The TCB may choose which of the following scopes they wish to be accredited to perform.

**Table 1 – TCB Scope of Accreditation**

<b>Scope A – Unlicensed Radio Frequency Devices</b>	
<b>A1</b>	Low power transmitters operating on frequencies below 1 GHz (with the exception of spread spectrum devices), emergency alert systems, unintentional radiators (e.g., personal computers and associated peripherals and TV Interface Devices) and consumer ISM devices subject to certification (e.g., microwave ovens, RF lighting and other consumer ISM devices)
<b>A2</b>	Low power transmitters operating on frequencies above 1 GHz, with the exception of spread spectrum devices
<b>A3</b>	Unlicensed Personal Communication Service (PCS) Devices
<b>A4</b>	Unlicensed National Information Infrastructure (UNII) devices and low power transmitters using spread spectrum techniques
<b>Scope B – Licensed Radio Service Equipment</b>	
<b>B1</b>	Personal Mobile Radio Services in 47 CFR Parts 22 (cellular), 24, 25, and 27
<b>B2</b>	General Mobile Radio Services in 47 CFR Parts 22 (non-cellular), 73, 74, 90, 95 and 97
<b>B3</b>	Maritime and Aviation Radio Services in 47 CFR Parts 80 and 87
<b>B4</b>	Microwave Radio Services in 47 CFR Parts 27, 74 and 101
<b>Scope C – Telephone Terminal Equipment</b>	
<b>C1</b>	Telephone terminal equipment in 47 CFR Part 68

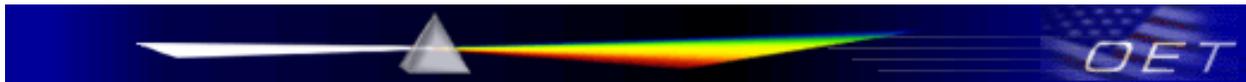
## 6. Evaluation and Decision on Certification

The TCB Program consists of: (1) evaluation<sup>7</sup> of the product, including type-testing of a product sample and evaluation of supporting documentation, to determine compliance with the FCC requirements; and (2) decision on certification.<sup>8</sup> ISO/IEC Guide 65 requires that the individual(s) performing the decision on certification function be different from those performing the evaluation function.<sup>9</sup> Therefore, the individual(s) involved in the evaluation, including the testing of the product, must be different than the individual(s) making the decision on certification. The individual(s) performing the evaluation of the product may be the same individual(s) that tested the product.

<sup>7</sup> See ISO/IEC Guide 65 (1996), clause 10.

<sup>8</sup> See ISO/IEC Guide 65 (1996), clause 12.

<sup>9</sup> See ISO/IEC Guide 65 (1996), clause 4.2(f).



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## **7. Impartiality**

As required by ISO/IEC Guide 65 a TCB shall ensure that activities of related bodies do not affect the confidentiality, objectivity and impartiality of its certifications, and it shall not give advice or provide consultancy services to the applicant as to methods of dealing with matters which are barriers to the certification requested.<sup>10</sup>

## **8. Location of TCB**

A TCB is required to be permanently located in the territory in which it is designated, which may be within the United States or in an MRA partner territory. TCB personnel may perform their duties while remotely located from the permanent TCB facility. When certification personnel work remotely, the TCB shall have appropriate management controls in place to assure that the quality system is followed.

The TCB facility and the TCB accredited testing laboratory may be in different physical locations, but must be located within the same country. In such cases, the TCB shall show what procedures are in place to provide reasonable access to a testing facility by the certification personnel. An employee who evaluates applications for certification shall have access to appropriate testing facilities and be able to test products for their given area of expertise, when necessary. The ability to perform such testing by the certification personnel who perform the evaluation function shall be considered during the ISO/IEC Guide 65 assessment.

## **9. TCB Exclusion List**

A TCB shall not certify equipment where a published measurement procedure that is acceptable to the FCC does not exist, and shall not certify equipment that is regarded by the FCC as new technology until such time as the FCC notifies the TCBs to the contrary. The TCB exclusion list is published in Knowledge Database (KDB)<sup>11</sup> [KDB Publication No. 628591](#).

## **10. Permit but Ask Procedure**

The Permit but Ask procedure is intended to further extend the types of devices that are acceptable for issuance of a grant by a TCB, but allow FCC oversight for those types of devices that are not sufficiently technically “mature” for unrestricted TCB approval. TCBs may approve devices on the “permit but ask” list, but must obtain FCC guidance prior to approval. The Permit but Ask procedure is published in [KDB Publication No. 388624](#).

## **11. Testing Capability**

A TCB is required to have the capability and test equipment necessary to perform testing to a “core” set of tests, for each scope of accreditation. To ensure that it is capable of performing the tests within their scope of accreditation, the TCB shall be accredited to ISO/IEC Standard 17025 with an appropriate scope of accreditation.

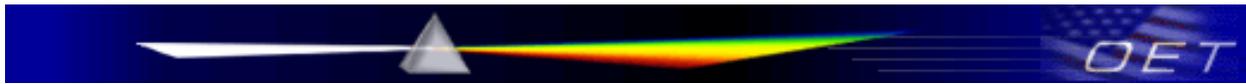
## **12. Scope of Accreditation for TCB Laboratory**

The testing laboratory portion of the TCB shall be accredited to ISO/IEC 17025 with a scope of accreditation covering the regulations and measurement procedures listed in Table 2.<sup>12</sup> It should be noted

<sup>10</sup> ISO/IEC Guide 65, clause 4.2(o).

<sup>11</sup> Knowledge Database (KDB) is an online database of policies, procedures and common equipment authorization questions. It is located on the FCC webpage. See [www.fcc.gov/labhelp](http://www.fcc.gov/labhelp).

<sup>12</sup> See the FCC OET equipment authorization web page for links to the referenced measurement techniques. <http://www.fcc.gov/oet/ea/eameasurements.html>

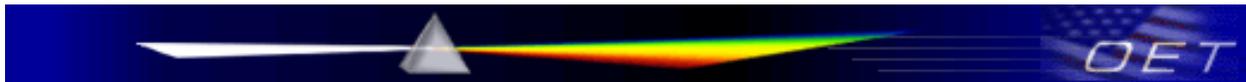


that further guidance on the measurement techniques to be used for a given regulation may be found in the associated report and order, FCC public notice, FCC bulletin or interpretation found on the FCC KDB.

When the TCB does not have the capability to perform Radio Frequency (RF) exposure testing it is acceptable for the TCB to subcontract the RF exposure testing to a ISO/IEC 17025 accredited testing laboratory that has a scope of accreditation covering the applicable RF exposure standard listed in Table 2.

**Table 2 – ISO/IEC 17025 Accredited Laboratory Scope of Accreditation**

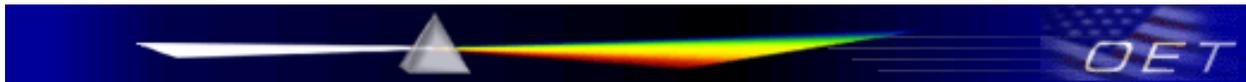
<b>Scope A – Unlicensed Radio Frequency Devices</b>	
<b>A1</b>	<ol style="list-style-type: none"> <li>1. 47 CFR Parts 11 (<i>Emergency Alert System (EAS)</i>), 15 (<i>Radio Frequency Devices</i>) and 18 (<i>Industrial, Scientific, and Medical Equipment</i>)</li> <li>2. FCC MP-5, (February 1986) <i>FCC Methods of Measurements of Radio Noise Emissions From Industrial, Scientific, and Medical Equipment</i></li> <li>3. ANSI C63.4-2003, <i>American National Standard for Methods of Measurement of Radio-Noise Emissions from Low-Voltage Electrical and Electronic Equipment in the Range of 9 kHz to 40 GHz</i></li> <li>3. ANSI C63.4-2009, <i>American National Standard for Methods of Measurement of Radio-Noise Emissions from Low-Voltage Electrical and Electronic Equipment in the Range of 9 kHz to 40 GHz</i></li> <li>4. ANSI C63.10-2009, <i>American National Standard for Testing Unlicensed Wireless Devices</i></li> </ol>
<b>A2</b>	<ol style="list-style-type: none"> <li>1. 47 CFR Part 15 (<i>Radio Frequency Devices</i>)</li> <li>2. ANSI C63.4-2003, <i>American National Standard for Methods of Measurement of Radio-Noise Emissions from Low-Voltage Electrical and Electronic Equipment in the Range of 9 kHz to 40 GHz</i></li> <li>3. ANSI C63.4-2009, <i>American National Standard for Methods of Measurement of Radio-Noise Emissions from Low-Voltage Electrical and Electronic Equipment in the Range of 9 kHz to 40 GHz</i></li> <li>4. ANSI C63.10-2009, <i>American National Standard for Testing Unlicensed Wireless Devices</i></li> </ol>
<b>A3</b>	<ol style="list-style-type: none"> <li>1. 47 CFR Part 15 (<i>Radio Frequency Device</i>s)</li> <li>2. ANSI C63.17-2006, <i>American National Standard for Methods of Measurement of the Electromagnetic and Operational Compatibility of Unlicensed Personal Communications Services (UPCS) Devices</i></li> <li>3. ANSI C63.10-2009, <i>American National Standard for Testing Unlicensed Wireless Devices</i></li> <li>4. IEEE Std 1528<sup>TM</sup>-2003, <i>IEEE Recommended Practice for Determining the Peak Spatial-Average Specific Absorption Rate (SAR) in the Human Head from Wireless Communications Devices: Measurement Techniques</i></li> <li>5. IEEE Std 1528a<sup>TM</sup>-2005 (Amendment to IEEE Std 1528<sup>TM</sup>-2003), <i>IEEE Recommended Practice for Determining the Peak Spatial-Average Specific Absorption Rate (SAR) in the Human Head from Wireless Communications Devices: Measurement Techniques, Amendment 1: CAD File for Human Head Model (Specific Anthropomorphic Mannequin (SAM) Phantom)</i></li> </ol>
<b>A4</b>	<ol style="list-style-type: none"> <li>1. 47 CFR Part 15 (<i>Radio Frequency Devices</i>)</li> <li>2. ANSI C63.10-2009, <i>American National Standard for Testing Unlicensed Wireless Devices</i></li> <li>3. IEEE Std 1528<sup>TM</sup>-2003, <i>IEEE Recommended Practice for Determining the Peak Spatial-Average Specific Absorption Rate (SAR) in the Human Head from Wireless Communications Devices: Measurement Techniques</i></li> <li>4. IEEE Std 1528a<sup>TM</sup>-2005 (Amendment to IEEE Std 1528<sup>TM</sup>-2003), <i>IEEE Recommended Practice for Determining the Peak Spatial-Average Specific Absorption Rate (SAR) in the Human Head from Wireless Communications Devices: Measurement Techniques, Amendment 1: CAD File for Human Head Model (SAM Phantom)</i></li> </ol>



<b>Scope B – Licensed Radio Service Equipment</b>	
<b>B1</b>	<ol style="list-style-type: none"> <li>1. 47 CFR Parts 2 (<i>Frequency Allocations and Radio Treaty Matters; General Rules and Regulations</i>), 22 (<i>Public Mobile Services</i>), 24 (<i>Personal Communications Services</i>), 25 (<i>Satellite Communications</i>), and 27 (<i>Miscellaneous Wireless Communications Services</i>)</li> <li>2. ANSI/TIA-603-C (2004), <i>Land Mobile FM or PM Communications Equipment Measurement and Performance Standards</i></li> <li>3. IEEE Std 1528™-2003, <i>IEEE Recommended Practice for Determining the Peak Spatial-Average Specific Absorption Rate (SAR) in the Human Head from Wireless Communications Devices: Measurement Techniques</i></li> <li>4. IEEE Std 1528a™-2005 (Amendment to IEEE Std 1528™-2003), <i>IEEE Recommended Practice for Determining the Peak Spatial-Average Specific Absorption Rate (SAR) in the Human Head from Wireless Communications Devices: Measurement Techniques, Amendment 1: CAD File for Human Head Model (SAM Phantom)</i></li> </ol>
<b>B2</b>	<ol style="list-style-type: none"> <li>1. 47 CFR Parts 2 (<i>Frequency Allocations and Radio Treaty Matters; General Rules and Regulations</i>), 22 (<i>Public Mobile Services</i>), 74 (<i>Experimental Radio Auxiliary, Special Broadcast and Other Program Distributional Services</i>), 90 (<i>Private Land Mobile Radio Services</i>), 95 (<i>Personal Radio Services</i>), and 97 (<i>Amateur Radio Services</i>)</li> <li>2. ANSI/TIA-603-C (2004), <i>Land Mobile FM or PM Communications Equipment Measurement and Performance Standards</i></li> </ol>
<b>B3</b>	<ol style="list-style-type: none"> <li>1. 47 CFR Parts 2 (<i>Frequency Allocations and Radio Treaty Matters; General Rules and Regulations</i>), 80 (<i>Stations in the Maritime Services</i>), and 87 (<i>Aviation Services</i>)</li> <li>2. ANSI/TIA-603-C (2004), <i>Land Mobile FM or PM Communications Equipment Measurement and Performance Standards</i></li> </ol>
<b>B4</b>	<ol style="list-style-type: none"> <li>1. 47 CFR Parts 2 (<i>Frequency Allocations and Radio Treaty Matters; General Rules and Regulations</i>), 27 (<i>Broadband Radio Services (BRS) and Educational Broadband Services (EBS)</i>), 74 (<i>Experimental Radio Auxiliary, Special Broadcast and Other Program Distributional Services</i>), and 101 (<i>Fixed Microwave Services</i>)</li> <li>2. ANSI/TIA-603-C (2004), <i>Land Mobile FM or PM Communications Equipment Measurement and Performance Standards</i></li> </ol>
<b>Scope C – Telephone Terminal Equipment</b>	
<b>C1</b>	<p>47 CFR Part 68, <i>Connection of Terminal Equipment to the Telephone Network</i></p> <ol style="list-style-type: none"> <li>1. TIA-968-B (September 22, 2009), <i>Telecommunications - Telephone Terminal Equipment - Technical Requirements for Connection of Terminal Equipment to the Telephone Network</i></li> <li>2. TIA-968-A <i>Telecommunications - Telephone Terminal Equipment - Technical Requirements for Connection of Terminal Equipment to the Telephone Network (Upgrade and Revision of TIA/EIA/IS-968)</i>, including amendments: TIA-968-A-1 (September 2, 2003), TIA-968-A-2 (March 7, 2004), TIA-968-A-3 (February 2, 2005), TIA-968-A-4 (March 14, 2007), and TIA-968-A-5 (July 25, 2007).</li> </ol> <p>Note: TIA-968-A is valid for approvals until March 22, 2011 when it will be superseded by TIA-968-B. Until March 22, 2011, users may cite either TIA-968-A, along with its addendums, or TIA-968-B.</p>

### 13. Transition Period for New Measurement Methods

It is recognized that it will take time for a TCB laboratory to update their ISO/IEC 17025 scope of accreditation when changes are made to the list of required test methods. To allow time for the TCB laboratory to update their scope of accreditation, a period of two years from the date of the new procedure



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being required by the FCC is allowed for the TCB laboratory to update their ISO/IEC 17025 scope of accreditation.

#### **14. Core Test Equipment Requirements**

Requirements for “core” test equipment are given in the FCC Public Notice, DA 99-1640, released August 17, 1999. The TCB laboratory is required to have the test instrumentation needed to perform each of the “core” tests identified in the Public Notice. The TCB laboratory shall have the test equipment necessary to perform the “core” tests available during the ISO/IEC Guide 65 on-site assessment.

#### **15. Key Personnel**

As required in ISO/IEC Guide 65, clause 4.5.3(c) the TCB shall maintain a list of “the names, qualifications, experience and terms of reference of the senior executive and other certification personnel, both internal and external.”

As required in ISO/IEC Guide 65 clause 5.2.3, information on the relevant qualifications, training and experience of each member of the personnel involved in the certification process shall be maintained by the certification body. Records of training and experience shall be kept up to date, in particular the following:

- a) Name and address
- b) Organization affiliation and position held
- c) Educational qualification and professional status
- d) Experience and training in each field of the certification body’s competence
- e) Date of most recent updating of records
- f) Performance appraisal

Each TCB shall have a key administrative employee who is the central contact for all non-technical inquiries to and from the FCC. The name and email address of this employee will be provided to the FCC by the designating authority.

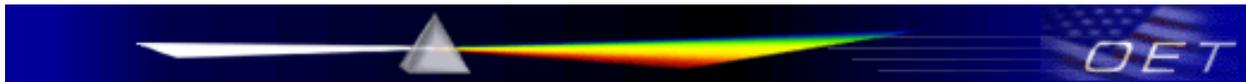
Each employee that performs the certification functions of evaluation and decision on certification shall be physically present during at least one assessment every two years. If assessed more frequently than every two years the accreditation body may request in advance of an assessment that the personnel involved with a particular area of interest be physically present during an assessment.

A TCB shall notify their designating authority and accreditation body within 30 days of any changes in key employees. The TCB may be subject to a reassessment when there is a change in key employees that affects the technical competence of the TCB.

#### **16. Contract Employees**

A TCB may utilize a contract employee to evaluate applications subject to the following:

- a) The TCB procedures ensure that each decision on certification is taken by a person(s) different from those who carried out the evaluation.
- b) The grant of certification is the responsibility of, and shall be issued by, the TCB recognized by the FCC.
- c) All the procedures in the TCB’s quality manual are appropriately applied in the evaluation and granting of certification.



- d) Adequate oversight and quality control procedures are in place to ensure that all applications for certification are evaluated consistently.
- e) The employee who evaluates applications for certification, as well as the person making the decision for granting certification, are considered key employees.
- f) The key employee who evaluates applications for certification may be a contract employee. The key employee who makes the final decision on certification may not be a contract employee.
- g) A contract employee shall not work for, or otherwise be associated with, a manufacturer of equipment subject to certification with whom the contract employee is involved. The TCB shall maintain its impartiality as required by ISO/IEC Guide 65.<sup>13</sup>
- h) The contract under which the employee works will be reviewed during the assessment to ensure that all TCB and Guide 65 requirements are met.
- i) An employee who evaluates applications for certification shall have access to appropriate testing facilities and be able to perform product testing, when necessary.

#### **17. TCB Information Maintenance**

TCBs are expected to keep the FCC informed of current contact information as shown in the FCC database (<https://apps.fcc.gov/tcb/index.html>.) TCBs shall notify their designating authority when there are changes to key information, such as changes in the key employees, address, name, and accreditation expiration date. For TCBs located in the United States, the TCB shall contact the NIST. For TCBs operating outside of the United States, under the terms of a government-to-government MRA, the TCB shall contact their designating authority to report any changes. The designating authority will then update the information in the FCC database.

#### **18. TCB Personnel Training**

As required in ISO/IEC Guide 65, clause 5.2, the TCB shall maintain information on the relevant qualifications, training and experience of each member of the personnel involved in the certification process. At a minimum the TCB shall provide records demonstrating that each of their certification personnel that perform an evaluation of products subject to certification has successfully completed training covering their area of operation. The TCB as an entity shall have personnel trained covering their scope as a TCB. This training may consist of either attendance at relevant external training courses, or internal training courses. Records shall be maintained of such training courses including: attendance, instructors, instructor qualifications, course content, and results of any tests given during the course.

TCBs are also strongly encouraged to participate in additional training opportunities including conference calls with the FCC, and TCB Workshops.

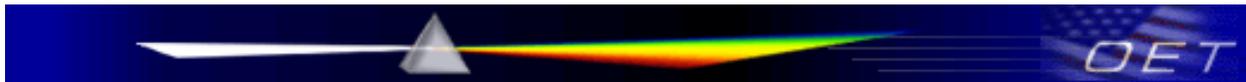
#### **19. TCB Acceptance of Test Data**

Equipment subject to certification under Part 15 or 18 of the FCC Rules are required to be tested at measurement facilities that have either been listed with the FCC, or at a recognized accredited testing laboratory.<sup>14</sup> The listing of a test site applies to a specific test facility. When filing an application for certification, the TCB is required to enter the name of the test site from the list of recognized test sites as shown in the Equipment Authorization System (EAS).

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<sup>13</sup> See clause 4.2(a) of ISO/IEC Guide 65 (1996).

<sup>14</sup> See 47 CFR 2.948(a)(2).



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Section 2.962(f)(2) states that “a TCB shall accept test data from any source, subject to the requirements in ISO/IEC Guide 65, and shall not unnecessarily repeat tests.” ISO/IEC Guide 65, Paragraph 4.3 requires that the certification body observe, as appropriate, the requirements for the suitability and competence of bodies or persons carrying out testing as specified in ISO/IEC Standard 17025.

When accepting test data in support of an application for certification, the TCB shall review the test report, and needs to be confident that the product meets the relevant requirements before it certifies the product. The process used by the TCB for the acceptance of test data will be reviewed during the ISO/IEC Guide 65 assessment. For certification to Parts 15 and 18, under scope A, the TCB at a minimum needs to require that the product be tested at measurement facilities that have either been listed with the FCC or at a recognized accredited testing laboratory. For certification to the licensed device rule sections of 47 CFR, under scope B, the TCB shall have confidence in the test data as established under the TCB procedure for acceptance of test data.

When reviewing the application for certification, including the test report, the TCB should evaluate the following elements of the application for certification to determine the suitability the test data:

- a) Clearly defined test procedures
- b) Method of test validation
- c) Clearly defined test configurations
- d) A brief description of the test facilities – photo(s) and block diagram(s) of test setup
- e) Calibration dates and traceability of all test equipment

## **20. Test Procedures**

When evaluating an application for certification, a TCB shall assure that the appropriate test procedures have been followed. Any party making measurements to show compliance with the FCC rules needs to select the appropriate measurement methods as required and specified in the particular section of the FCC rules. For example, for Part 15 devices see Sections 15.31, 15.32, 15.33, and 15.35. The FCC Knowledge Database provides additional guidance on testing devices subject to the FCC rules. An aid in determining the appropriate test procedures to be followed can be found on the [FCC Measurement Techniques web page](#).

## **21. Records Retention**

The TCB shall retain for five years all documentation associated with the approval of a product subject to certification by the FCC.

## **22. Interpretation of FCC Rules**

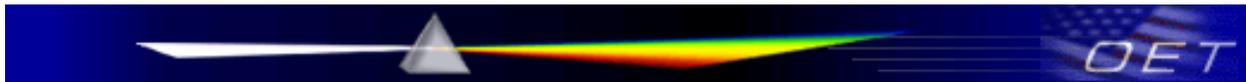
A TCB may not interpret the FCC rules and questions regarding the interpretation of the FCC rules need to be directed to the FCC. A TCB may not grant a waiver of the FCC rules, or certify equipment for which the Commission rules or requirements do not exist, or for which the application of the rules or requirements is unclear.<sup>15</sup>

## **23. TCB Post-Market Surveillance Requirements**

Section 2.962(g)(2) requires a TCB to conduct appropriate post-market surveillance activities. These activities shall be based on type testing a few samples of the total number of product types that the TCB has certified. Other types of surveillance activities of a product that has been certified are permitted

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<sup>15</sup> See 47 CFR Section 2.962(f)(5).



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provided they are no more onerous than type testing. The FCC has provided guidance in [KDB Publication No. 610077](#), for performing post-market surveillance

#### **24. List of TCBs**

A list of recognized TCBs and their scope of accreditation is located on the FCC webpage at <https://apps.fcc.gov/tcb/index.html>. The TCB search link will allow for searching for a specific TCB, or if the search fields are left blank a listing of all TCBs will be presented.

#### **25. References**

- a) FCC 98-338, GEN Docket 98-68, *Streamline The Equipment Authorization Process for Radio Frequency Equipment, Modify the Equipment Authorization Process for Telephone Terminal Equipment, and Implement Mutual Recognition Agreements.*  
[http://hraunfoss.fcc.gov/edocs\\_public/attachmatch/FCC-98-338A1.pdf](http://hraunfoss.fcc.gov/edocs_public/attachmatch/FCC-98-338A1.pdf)
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#### **Change Notice**

KDB Publication 641163 D01 TCB Program Roles and Responsibilities v01 has been revised and published as revision 641163 D01 TCB Roles and Responsibilities v01r01. The changes to the document include the following:

- a) Updated web links in the document from fjallfoss to apps
- b) Editorial corrections to the format of the document.